

## All Staff Meeting Minutes: Jan. 22, 2010

*Present: Carmine, Chris, Adam, Sabine, Kathy, Brian M., Heather, Jenny, Louis, Brian H., Maureen, Stan, Forrest, Toni, Ethan, Julia, Kris, Frank, Cindy*

*Celebrating Birthdays: (Adam & Forrest)*

- ✚ Graduation - Thurs. Jan. 28/10, 6pm at the Cheray Science Hall, St. Michaels's College, Room 101. Cindy will contact Adrienne to ask if she'd like to be our guest speaker. Brian H. will bring the VAL sign. Reminder to staff to call their graduates.
- ✚ Echo Tickets – contact [Maureen](#) if you or your students are interested in getting tickets. She also has family passes which are good for one year.
- ✚ Cindy – talked about the free legal clinic at Burlington College for our students. For more info Anne Shepardson 862-3086 or Sandy Baird, Esq./ 862-9616.
  - State Monitoring Visit – Tom, Kate, Sharon – Jan. 28 - focus of visit is to see whether we are meeting the basics of the state contract especially with respect to intake and assessment. They want to see things from a student's perspective.
  - PDSA Cycle – Plan – Do – Study – Act – a very simple approach to continuous quality improvement. See Cindy if you have any questions about this.
- ✚ Frank – Work Readiness/Transitions
  - Team Meetings: Think about what project you'd like to apply the PDSA Cycle to: by site, level or however else you can see it OR within the context of transitions (relevant to what your students need and what you can do; it may be something you are already doing.)

- **Key Train Update – AEL team see Toni and ESL team see Heather for an orientation and to get set-up with a profile.**

**+ Jenny – Training Opportunity for Students – see Jenny for more details.**

- **Northwest Technical Center in St. Albans is hosting training for Energy Efficiency and Weatherization. They are giving a presentation at DOL in Burlington on Wed. Jan. 27 @ 9:30a.m.**

**+ Program Updates**